

## LINDFIELD PARISH COUNCIL

Minutes of the meeting of **LINDFIELD PARISH COUNCIL** held on **THURSDAY, 15 MARCH 2018** at the King Edward Hall, Lindfield.

The meeting commenced at 8.00 p.m.

**Present:**

Parish Councillors: Mr. W. Blunden (Chairman)  
Mr. M. Allen  
Mrs. J. Durrant  
Mr. S. Henton  
Mr. R. Pickett  
Mr. R. Plass  
Mrs. S. Richmond  
Mr. C. Snowling  
Mrs. V. Upton

**In attendance** Mr. A. Funnell (Parish Clerk)

**Also present:** 1 Member of the public (who left at the conclusion of item 382.1)

**Absent:** Parish Councillors Mrs. M. Hersey, Mr. S. Hodgson, and Mr. M. Damsell

**388. APOLOGIES AND REASONS FOR ABSENCE.**

388.1 Apologies were received from Councillors Damsell, and Hersey, and the reasons were accepted.

**389. DECLARATIONS OF INTEREST.**

389.1 No declarations of interest were received.

**390. MINUTES OF THE MEETING OF COUNCIL HELD ON 9 NOVEMBER 2017**

390.1 The Chairman called for approval of the Minutes of the meetings of Council held on 25 January 2018. These were **AGREED** and the Chairman **SIGNED** the Minutes as being true records of those meetings.

**391. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC.**

391.1 A member of the public commented on two items:

- i) District Plan - the Plan has been approved but consideration should be given to how much weight the Parish Council's Neighbourhood Plan carries. It was suggested that as there was no housing allocation within the Parish Council's Neighbourhood Plan it would carry very limited weight.
- ii) Traffic Study - The approval of the Wates development will add 400-500 additional vehicle movements each day to the High Street. The Council Traffic Study needed to have considered how to reduce the volume of traffic in the village.

The Chairman **NOTED** the comments.

**392. CHAIRMAN'S ANNOUNCEMENTS.**

392.1 The Chairman reported that bad weather was forecast for the weekend and asked members to advise the Clerk if they were able to assist in snow clearance if required.

**393. REPORTS BY COUNTY COUNCILLOR / DISTRICT COUNCILLORS.**

393.1 No reports had been provided to the Council.

**394. ACTION LIST.**

394.1 The Action List was **NOTED**.

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### 395. CONSULTATION DOCUMENTS.

- 396.1 Councillors considered the South East Water Draft Water Resources Management Plan 2020 to 2080. It was **AGREED** that no response would be submitted as the Council did not possess the expertise to provide an informed opinion on the proposals.

### 396. PLANNING AND TRAFFIC COMMITTEE.

Councillor Snowling, as Chairman, reported on matters considered at the meetings held on 30 January 2018, 20 February 2018, and 13 March 2018.

- 396.1 The Committee Chairman **REPORTED** that the meeting held on 13 March 2018 considered the application for 48 properties on the former Tavistock and Summerhill School site. The application attracted considerable interest and a number of local residents attended. Two members of the public provided their comments on the development. Neither the applicant, nor their agent attended the meeting. The Committee Chairman and Councillor Richmond had prepared detailed preliminary views on the application. These views were reported at the meeting and after careful consideration the members agreed. It was **NOTED** that the residents were agreeably surprised with the Committees view that the proposed development was not suitable for the site.

- 396.2 Minutes of the meetings of the Planning and Traffic Committee held on 30 January, 20 February, and 13 March 2018. It was **RESOLVED** that the Minutes of the meetings of the Planning and Traffic Committee held on 30 January, and 20 February be received and their recommendations confirmed. The minutes for the meeting dated 13 March were not yet available and would therefore be received at the next Full Council meeting.

- 396.3 Traffic Study.

The Committee Chairman advised that the Deputy Parish Clerk was continuing to collate the data.

### 397. ENVIRONMENT AND AMENITIES COMMITTEE.

Councillor Blunden reported as follows further to the meeting of the Environment and Amenities Committee held on 1 February 2018:

- 397.1 Freighter Date

The dates for 2018/19 have been confirmed and have been published on the Parish Council's website and noticeboard.

- 397.2 Christmas Lights

The lights will be tested to ensure that no damage has occurred to them when they were removed and reinstalled to enable tree pollarding.

- 397.3 Operation Watershed

The Council will not take any further part in the application as the stated position was to only support the residents in making their own application. The Clerk has advised West Sussex County Councillor Andrew Lea and West Sussex County Council of the Councils decision.

- 397.4 Gravel road leading to the Denmans Lane allotments

The Council has agreed to a one off contribution for 20% of the costs of the materials towards the maintenance of the gravel road leading to the Denmans Lane allotments.

- 397.5 Minutes of the meeting of the Environment and Amenities Committee held on 30 November 2017. It was

**RESOLVED** that the Minutes of the meeting of the Environment and Amenities Committee held on 30 November 2017 be received and their recommendations confirmed.

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**398. FINANCE AND GENERAL PURPOSES COMMITTEE.**

Councillor Henton reported on matters considered at the meeting of the Finance and General Purposes Committee held on 1 March 2018. The following items were noted:

- Village Directory and Year Book - It was agreed to place an order for 2,900 copies
- Website - It was agreed to update Parish Council's website
- Broadband - it was agreed to upgrade the office broadband to fibre-optic.

It was **NOTED** that the Clerk has received an email from West Sussex County Council requesting that the Parish Council confirm that they have reviewed their Pensions Discretion Policy by 30 April 2018. It was **AGREED** that the Committee Chairman and Office Staff would review the policy before the deadline.

**398.1 To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 11 and 18 January, and 1 March to confirm their recommendations.**

The Minutes of the meeting of the 11 & 18 January were received and their recommendations confirmed. Minutes for the meeting 1 March were not available; these would be received at the next Full Council meeting.

**398.2 Investment of funds.**

The Committee Chairman **REPORTED** that the Responsible Financial Office has found an instant access saver account with HSBC that does not require a business current account. Members were provided with a summary of the account.

It was **AGREED** to proceed with the application for the HSBC account.

**398.3 Statements of Account / Budget Progress and Bank Reconciliation for the periods 01.01.18 – 31.01.18 and 01.02.18 - 28.02.18.**

The reports to 28 February 2018 were considered and **NOTED**:

- From the total in-year budget of £197,080, the sum of £144,920.90 had been spent,
- From the F&GP budget of £139,130, the sum of £104,920.90 had been spent,
- The Administration Budget breakdown showed that from the total of £123,130, the sum of £93,017.74 had been spent,
- From the E&A budget of £47,750, the sum of £34,534.25 had been spent,
- From the P&T budget of £10,200, the sum of £4,753.13 had been spent,
- From the reserves £14,561.49 had been spent.

The Committee Chairman noted that there had been overspends of the following budget headings:

Committee	Heading	Overspend	Comment
Finance and General Purposes Committee	B - Chairmans Fund	£71.21	
Administration Budget	21 - Fire Extinguishers / Fire Alarms	£148.09	
Environment and Amenities Committee	2 - Maintenance/Gardening (including annual Village Spring Clean and work carried out by Haywards Heath Town Council	£2,280.53	A rebate of £2622 is due from West Sussex County Council
Administration Budget	29 - Additional Staffing Costs	£861.96	

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398.4 List of cheques for approval. The list of cheques drawn since the meeting of Council held on 25.01.18 was tabled. **NOTED:** that there had been £13,280.00 expenditure under the powers granted by Section 137 of the Local Government Act 1972 and that the Petty Cash balance as at 15.03.18 was £233.54.

398.5 It was **RESOLVED:** to approve the list of cheques, numbers 106095 – 106122 inclusive, totalling £28,164.63 including VAT of £936.86. The list of cheques, duly signed by the Chairman, is attached to the signed copy of these Minutes as Appendix A.

398.6 Barclay Bank.

### Online Banking

It was **NOTED** that on the 4 May 2017 the Committee resolved to recommend to Full Council that the Council should move towards full online banking on a step by step basis. The first step would be that the Responsible Financial Officer be granted authority to have view only internet banking access. The recommendation has not appeared to have been considered by Full Council. Members were asked to consider the Committees recommendation.

It was **AGREED** to authorise the Responsible Financial Officer to have view only internet bank access.

### Debit Card

It was **NOTED** the Committee resolved on 4 May 2017 to recommend to Full Council that the Parish Council should have a Debit Card. This matter has not appeared to have been reviewed by Full Council. Members were therefore asked to consider whether the Council should proceed with an application. The following points were considered:

- Staff and Councillors were using their own personal Debit and Credit Cards to make purchases.
- In order to hold a debit card the Clerk would need to become an authorised signatory.

It was **AGREED** that the Council would apply for a Debit Card for the Clerk. It was **AGREED** that in order for the Clerk to hold a Debit Card the Clerk would become an authorised signatory.

398.7 Clock Tower House.

a) Councillors reviewed three quotes/estimates to refit the WC and Kitchenette.

It was **AGREED** to accept the quote provided by F Goddard & Sons.

Councillors reviewed a single quote for fitting shelving. It was **AGREED** to accept the quote from Small Buildings Works Ltd.

Councillors reviewed a single quote for replacing the wooden step to the office. It was **AGREED** to accept the quote from Small Buildings Works Ltd.

Councillor Upton did not take part in these discussions.

b) It was **AGREED** that a laptop purchased in 2008 would be disposed of. The item will be removed from the asset register.

## 399 **ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT MARCH 2017-2018**

399.1 The Chairman **REPORTED** that Councillor Plass has undertaken the audit. Councillor Plass advised that the Council has robust mechanism in place. The only item to note was that some risk assessments reviews needed to be finalised.

## 400. **ANY OTHER BUSINESS.**

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400.1 No other business was **REPORTED**

The public part of the meeting ended at 8:38 p.m.

**401. EXCLUSION OF THE PUBLIC [AND PRESS].**

401.1 It was **RESOLVED**, in accordance with Standing Order No. 3(d) and the Public Bodies Admission to Meetings Act 1960 Section 1(2), to exclude the public and press from the following part of the meeting, by reason of the confidential nature of the business to be transacted or for other special reasons (staffing matters).

**402. CLOCK TOWER HOUSE - LEASE**

402.1 The current situation was **NOTED**.

**403. VILLAGE ORDERLY**

403.1 It was **NOTED** that a group would be formed to assist the office staff in this project.

The meeting concluded at 8:46 p.m.